

Idaho State Historical Society
Financial Services
Quarterly Report
April 2004- June 2004
Submitted by Vi Huntsinger

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

April:

1. Set up procedure to manage RCA, (Rural Community Assistance), Forest Service grant to the Governor's Committee through ISHS at the request of Keith Petersen.
2. Barb attended group insurance training meeting.
3. Completed 2005 auto insurance coverage report for Department of Administration.
4. Jeanne and I met with Randy Tilley (DFM), Connie Sterns and Marion Demer, (SCO) April 19th concerning the STARS restructuring issue.
5. Processed and distributed employee evaluations.
6. Research details related to the Statesman Newspaper article citing ISHS pay raise information 6/08/03-4/02/04 in preparation for Steve's response.
7. Request a register, (hiring list of available applicants), from Human Resources to replace Teresa McRoberts in the Fiscal Office.
8. Revised new travel voucher form incorporating suggestions from Administrators.
9. Complete employee bond insurance report to Risk Management.
10. Calculate available funds for merit increases.
11. Distributed group health insurance open enrollment information as details became available.

May:

1. Received register from Human Resources and interviewed 2 applicants for the OS2 position vacated by Teresa.
2. Prepared pay calculations for Jody to use in her Lewis & Clark grant application.
3. Prepare preliminary list of Permanent Building Fund FY2006 budget requests for DPW.
4. The State Controller's Office has eliminated printing some STARS reports for us now. We have to print them off on our own equipment and using our own supplies.
5. Jeanne researched and found answers to many questions from staff so they could sign up on line for health insurance.
6. Updated Employee Information System records for all employees receiving merit increases.

7. Provided information to Ken Swanson regarding Assay Building current rental costs in preparation of the Department of Administration's turning over the care of the building to us to reduce our current costs freeing funds to maintain other locations.
8. Distributed list of open cumulative PO's to workgroup managers to review, make the purchases, cancel or replace with substitute requests.
9. Barb was hospitalized with breathing problems and subsequently went to surgery for bi-pass heart surgery. She spent rest of April and June recuperating.
10. Prepared Alteration and Repair Project report for FY 05 and submitted to the Board of Education.
11. Submitted information for Chris to post a new feature on the intra-net for staff use. "Myths & Rumor" -- (Required financial and H. R. policies and procedures).
12. New Idaho HR policies distributed to work group administrators by email.
13. Acquired part-time temporary service employee, (James Baldwin), to assist our office, (making daily deposit runs to the surrounding work groups and bank, filing and anything else that required little training), during Barb's recovery so Jeanne and I could concentrate on meeting deadlines for fiscal year end.
14. Library and Archives operating budget information provided to Linda M-K to assist in application for NEH \$5,000 grant application.
15. Intense tracking of general fund balances throughout April as fiscal year end approaches.
16. Accumulate final figures for Cary grant expenditures.

June:

1. Submit FY05 budget appropriation and financial plan in STARS system.
2. Continued intense tracking of general fund balances.
3. Prepare FY04 appropriation adjustments to accommodate processing of final invoices for FY 04
4. Jeanne and I met again with Connie Sterns to review progress on STARS restructuring for a 20 minute meeting that took 2 hours and numerous subsequent e-mail correspondence was answered.
5. Sent final Permanent Building Fund budget request forms to DPW.
6. Jeanne started inputting staff time sheet information on the new payroll system, ("I-Time") online to State Controller's Office Employee Information System.
7. Provided Milan with new man-hour costs for T21 grant program cost calculations.
9. Cleared FAS Hold file as required for year end close.

10. Compiled Idaho Community Foundation grant costs for Troy's final report on his Japanese/American oral history grant. Troy spent all the grant except 81 cents.

Other Topic(s)Of Possible Interest:

Speaking of spending close to the limit. Our total general fund available spending balance at the end of June was \$12.57, (or the equivalent of 1257 paperclips), to be reverted back to the State general fund. (Program 04 \$1.61) and (Program 01 \$10.96). That compares to FY02 total of \$88.51 and FY03 balance of \$26.81.

One of our first primary objectives was to pay as many of FY04 general fund bills as possible with available money. I think the result speaks for itself that we succeeded very well.

Our DFM analyst threatened to withhold favorable consideration of our FY06 budget if we did not accomplish restructuring our STARS financial reporting system so we had to reorganize our other priorities and Jeanne and I had to put in some extra overtime to meet this challenge with Barb on sick leave and the open position still unfilled. I believe we sufficiently accomplished enough of this goal by year end to avoid his threat of holding our budget hostage even though Connie Sterns is now discovering some of the problems I was concerned about when restructuring to accommodate STARS grant reporting was initially proposed. This will be an ongoing effort. The budget hostage threat will undoubtedly be reinstated unless we can come up with a reasonable solution.

Our project to further revise and distribute a new travel form has been put on hold indefinitely till we have refilled our positions with trained staff.

Projects Underway:

1. Continue to work with Bobbi to compile a report for Trustees identifying Boise vs out of Boise activity costs.
2. Start 2006 budget request preparation.
3. Prepare trend analysis or other reports as required by LSO.
4. Continue investigation of grant reporting through STARS. Iron out problems, set up procedures, and implement training as necessary.
5. Start Fiscal year-end processes and submit reports to SCO
6. Revise monthly reports for FY05 data
7. Update grant and special project reports and request grant funds.
8. Prepare indirect cost report based on FY04.
9. Prepare 2006 capital budget request.
10. Recruit to fill vacant OS2 position in Fiscal Office and train replacement.

Personnel:

Barb started back to work July 1st on a limited basis. Two hours per day, and we are thankful for that. It has been a big challenge to complete year end priority obligations without her presence and the OS2 position vacant.

Having the assistance of James to do the money run, file and other tasks requiring limited training made the accomplishment of primary goals possible.

As of July 1st we have requested another register for the OS2 position vacated by Teresa. We were in the process of verifying references on one of the interviewees we met in May when Barb was hospitalized and we found out our potential candidate had already accepted a position at another agency. Since we had initially planned to have Barb do the training during this critical year end period, we decided not to pursue filling the position till after FY04 closed and Barb returned.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger
Thank you.